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| **LAKE OF THE WOODS COUNTY** | **RESPONSIBLE AUTHORITY – GARY FISH**  **LAKE OF THE WOODS COUNTY SHERIFF** | | **DEPARTMENT/DIVISION**  **SHERIFF** | |
| **Name of Form, Record, File, Systems, or Process** | **Description**  **(Purpose, what it collects, in terms understandable by general public?** | **Classification** | **Citation for Classification**  **(Statute, Law, or Rule)** | **Designee**  **(Name, Title)** |
| Accident reports | Officers report of a crash accident investigation required by state law, indicating driver’s names, DOB, address, passengers, cause of accident, amount of damage, injuries, and drawing of accident with description | Private  Confidential | M.S. 169.09, subd. 9 | Gary Fish, Sheriff |
| Admission/release records | To extent contains inmate private or confidential data | Private  Confidential | M.S. 13.85, subd. 2 and 3 | Gary Fish, Sheriff |
| Adult case files | Written reports of investigation or action taken by deputy. Reports regarding criminal investigations and non-criminal action taken or investigated, including miscellaneous reports, criminal offense reports, and supporting documents | Private  Confidential (depending on status and identified individual) | M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17 | Gary Fish, Sheriff |
| Arson reports | Arson reporting immunity for disclosure of information insurance company to release to law enforcement | Private  Confidential | M.S. 13.82, subd. 7 and 17  M.S. 299F.054 | Gary Fish, Sheriff |
| Automated license plate reader (ALPR) | For use in locating vehicles placed on the State of Minnesota hot sheet | Private/Nonpublic unless part of an active investigation | M.S. 13.824, Subd. 2(b) and 3(a) | Gary Fish, Sheriff |
| Body Worn Cameras | The Lake of the Woods County Sheriff’s Office may provide licensed peace officers with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public. | Private  Confidential | M.S. 13.825 | Gary Fish, Sheriff |
| Bookkeeping records for jail and civil process transactions | Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys | Private as to inmate financial records | M.S. 13.85, subd. 2 | Gary Fish, Sheriff |
| Checking account numbers |  | Private | M.S. 13.37 | Gary Fish, Sheriff |
| Child abuse investigations |  | Private  Confidential | M.S. 13.82, subd. 7, 8 and 9 | Gary Fish, Sheriff |
| Child abuse – maltreatment of minors | Substantiated reports: records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report  Unsubstantiated reports | Private  Confidential | M.S. 626.556, subd. 7 and 11  M.S. 13.82, subd 7, 8 and 9 | Gary Fish, Sheriff |
| Commitments: Juvenile | Order of the court showing the name of the person to be committed to custody and the location of the commitment. Legal documents from sentencing court that authorize confinement at the jail facility | Private | M.S. 260B.171 | Gary Fish, Sheriff |
| Criminal history records | Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS | Private (depending on content) | M.S. 13.87 | Gary Fish, Sheriff |
| Employee and volunteer data, personnel data | Data related to employment, volunteer status or applicant data | Private | M.S. 13.42, subd. 3, 4 and 5 | Gary Fish, Sheriff |
| Expungement letter | Letter confirming receipt of expungement order | Private | M.S. 609A.03 | Gary Fish, Sheriff |
| Firearm application/permit and related data | All data related to permits to obtain and/or carry a handgun | Private | M.S. 13.87, subd. 2  M.S. 624.714, subd. 14 | Gary Fish, Sheriff |
| Gunshot and suspicious wound report | Health professionals shall report gunshot and suspicious wounds they treat to the Sheriff | Confidential | M.S. 626.53 | Gary Fish, Sheriff |
| Huber release records | Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court | Private to inmate financials | M.S. 13.85, subd 2 | Gary Fish, Sheriff |
| Incident complaint logs (dockets) including: | Chronological record of events  I.D. of undercover agents, informants, victims of sexual assault or intra-familial sex abuse  Arrest warrant indices until taken into custody, served or appear before court  Description of stolen, lost or recovered property  Program data  Deliberate processes or investigative techniques, final opinion or justification | Private  Confidential  Private  Confidential  Confidential  Private  Confidential  Confidential | M.S. 13.82, subd. 7 and 17  M.S. 13.82, subd. 7 and 17  M.S. 299C.065, subd. 4  M.S. 13.82, subd. 19  M.S. 13.82, subd. 20  M.S. 13.82, subd. 21  M.S. 13.82, subd. 25 | Gary Fish, Sheriff |
| Initial complaint report | First record of all calls for service or reports of offenses received. In part not public | Private  Confidential | M.S. 13.80  M.S. 13.82, subd. 3 and 6 | Gary Fish, Sheriff |
| Initial complaint reports of transports of prisoner | Document relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported | Private as to juveniles | M.S. 260B.171 | Gary Fish, Sheriff |
| Inmate financial records | Financial records of inmates | Private | M.S. 13.85, subd. 2 | Gary Fish, Sheriff |
| Inmate history card | Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration | Private | M.S. 13.85, subd. 2 | Gary Fish, Sheriff |
| Inmate incident reports | Jailer/Officer report giving particulates in case of accident/incident to inmate while incarcerated in the jail: also located in the daily log | Private  Confidential | M.S. 13.85, subd. 2 and 3 | Gary Fish, Sheriff |
| Inmate medical records | Any and all medical activity and records involving inmates | Private | M.S. 13.85, subd. 2 | Gary Fish, Sheriff |
| Inmate Telephone, electronic communications |  | Private  Confidential | M.S. 13.85  M.S. 13.37 | Gary Fish, Sheriff |
| Inmate visitor registration log/jail visitor register | Sign-in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen | Private | M.S. 13.85, subd. 2 | Gary Fish, Sheriff |
| Investigations | Active – cases involved in an ongoing investigation  Inactive –closed cases, identities of some parties | Confidential  Private | M.S. 13.82, subd. 7, 8 and 10  M.S. 13.82, subd. 17 | Gary Fish, Sheriff |
| Jailer’s daily activity log | Documents relating to specific activities of jailers and prisoners during each jailer’s shift each day. Chronological record maintained by jailers in regard to daily events, including security checks and routine occurrences | Private  Confidential (depending on content) | M.S. 13.37  M.S. 13.85, subd. 2 and 3 | Gary Fish, Sheriff |
| Jail Video | Security and body worn video footage of jail activity | Private  Confidential | M.S. 13.85  M.S. 13.37  M.S. 13.43, subd. 4 | Gary Fish, Sheriff |
| Juvenile case files | Data dealing with involvement of juveniles in criminal activity incidents prior to age 18. Includes non-criminal activity involvement in any matter pending investigation by law enforcement | Private  Confidential | M.S. 13.82, subd. 17  M.S. 260B.171  M.S. 260C.171 | Gary Fish, Sheriff |
| Juvenile detention book | Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty | Private | M.S. 260B.171  M.S. 13.82, subd. 2 | Gary Fish, Sheriff |
| Maltreatment of vulnerable adults | Records created or received in conducting investigations by law enforcement  Identity of reporter | Private  Confidential  Confidential | M.S. 13.82 subd. 7, 10 and 11  M.S. 626.557  M.S. 626.557, subd. 12b (c) | Gary Fish, Sheriff |
| Master index – adults | Name file entry and all incidences attached to the name | Private  Confidential (depending on content) | M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17 | Gary Fish, Sheriff |
| Master index – juvenile | Name file entry and all incidences attached to the name | Private  Confidential (depending on content) | M.S. 13.82, subd. 2, 7 and 17  M.S. 260B.171 | Gary Fish, Sheriff |
| Name change data |  | Private  Confidential | M.S. 13.82, subd. 12 | Gary Fish, Sheriff |
| Officer investigative progress reports | Deliberative processes or investigative techniques, final opinion or justification. Officer’s views | Confidential | M.S. 13.82, subs 25 | Gary Fish, Sheriff |
| Operation identification itemization | Items marked with a selected number, location of such number, and article name, kept for any participating person | Private | M.S. 13.37  M.S. 13.82, subd. 20 | Gary Fish, Sheriff |
| Pawn shop/scrap dealer customer data |  | Private | M.S. 13.82, subd. 27 | Gary Fish, Sheriff |
| Person’s financial account inactive case data |  | Private | M.S. 13.82, subd. 30 | Gary Fish, Sheriff |
| Predatory offender registration data |  | Private | M.S. 243.166 | Gary Fish, Sheriff |
| Prisoner property envelopes |  | Private  Confidential | M.S. 13.85, subd. 2 and 3 | Gary Fish, Sheriff |
| Property lists | Description of stolen, lost or recovered property | Private | M.S. 13.82, subd. 20 | Gary Fish, Sheriff |
| Radio/dispatch logs | Documents relating to calls taken by dispatcher and referred to a law enforcement agency | Private  Confidential (depending on content) | M.S. 13.82 subd 4, 7, 8, 9, 10 and 17 | Gary Fish, Sheriff |
| Sealed arrest and criminal files | Court ordered sealed/expunged records | Confidential | M.S. 609A.03 | Gary Fish, Sheriff |
| Shift activity report – supervisors | Summary of office activity occurring during a supervisor/watch commander’s shift | Private  Confidential  (depending on content) | M.S. 13.82  M.S. 13.85 | Gary Fish, Sheriff |
| Squad car videos | Video recordings from squad cars | Private  Confidential (depending on content) | M.S. 13.82  M.S. 13.37 | Gary Fish, Sheriff |
| Tow slips/reports | Record of all vehicles towed by the office | Private  Confidential (depending on content) | M.S. 13.82 | Gary Fish, Sheriff |
| Social security | Social security number of individuals | Private | M.S. 13.355 | Gary Fish, Sheriff |
| Vulnerable adult investigations |  | Private  Confidential | M.S. 13.82, subd. 7, 10 and 11 | Gary Fish, Sheriff |
| Warrant files | Arrest warrant exists until taken into custody, served or appear before court | Confidential | M.S. 13.82, subd. 19 | Gary Fish, Sheriff |
| Warrants for intercepting communications | Court warrant approving interception of wire oral communication | Confidential | M.S. 626A.06, subs. 9 | Gary Fish, Sheriff |